


Region IV Behavioral Health Board Meeting
December 11, 2014
Room 131, 1720 Westgate Drive, Boise, ID 83704

11:00 AM - 1:00 PM Board Meeting
1:00 to 5:00 PM Board Session Developing Mission and Vision

Time	Agenda Item	Presenter	Notes
Prior to 11 am to 11:05	Lunch served		
11:05-11:10	Call to order; approval of consent agenda Introductions	Chris Saunders, Chair All	
11:10-12:15	Old Business Draft #2 of Bylaws Draft #1 of Policies Draft #1 of Conduct Code Return signed Conflict of Interest Declarations Update on Optum Questions (if available)	Chris Saunders	
12:15-12:30	Idaho Transition Aged Youth Update - involvement of youth	Laura Thomas Amy Korb Sara Bartles BPA and Rob Christensen DHW Amy Jeppesen, R4L	
12:30-12:45	New Business Elect Treasurer Budget Request - meeting refreshments and supplies; mileage for board member Statutory Requirement for Committee	Chris Saunders Laura Thomas	
12:45-12:50	Announcements Next meeting agenda items Wrap-up	Chris Saunders All	
12:50	Board Meeting Adjournment Break	All	
1:00 to 5:00	Mission and Vision Work by Entire Board	Facilitator Sheriff Gary Raney	



Welcome to Region 4 Behavioral Health Board

December 11, 2014



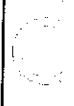
Call to Order

- Welcome
- Introductions
- Approval of consent agenda – approves draft minutes with corrections, agenda for today. Agenda additions need to conform to open meeting law requirements.



Old Business

- Bylaws Draft #2
- Policies Draft #1
- Conduct Code – draft samples 1 and 2
- Conflict of Interest forms



Update on ?'s to Optum

- Amy Korb
- Summary of Questions
- Follow up after October 2014 minutes



Education Session

- Idaho Youth Treatment Program (IYTP)
 - Rob Christensen - DHW
 - Sara Bartles – BPA
 - Amy Jeppesen – Recovery 4 Life
- Transition aged youth (18-25) involved in advisory activities for services



New Business

- Nominations for Treasurer
 - Discussion
 - Vote
- Budget Request
 - Mileage for board member
 - Board refreshments and meeting supplies

New Business

- Statutory Requirement for Committee

Next meeting and Adjournment

- January 8, 2015 11 a.m. to 1 p.m.
 - Room 131 and telephone conference option, video conference from Mtn Home
- Room 131 is reserved through 5 pm that day in the event there is a need for additional time on mission, vision and values.

Stretch Break

- 5 minutes please....
- Happy Holidays to all!



Mission and Vision

- Gary Raney, Sheriff Ada County and volunteer facilitator

**BYLAWS
OF
THE REGION IV BEHAVIORAL HEALTH BOARD**

ARTICLE I: NAME AND ESTABLISHMENT

The name of this organization shall be Region IV Behavioral Health Board.

In accordance with Idaho Code 39-3132 this board is established with the legislative intent to be recognized as a governmental entity authorized by the state, in the same manner as other single purpose districts. This board shall have no authority to levy taxes. The Board is authorized to provide the community family support and recovery support services listed in Idaho Code 39-3135 (7), but is not limited or required to manage those services.

ARTICLE II: JURISDICTION

The principal business of this board shall cover the following counties in the State of Idaho: Ada, Boise, Elmore and Valley.

ARTICLE III: MEMBERS, OFFICERS, AND ELECTIONS

- Section 1. Members shall be selected in accordance to Idaho Code 39-3130 totaling 22 members with the following allocation:
- a. Three (3) county commissioners or their designee;
 - b. Two (2) Department of Health and Welfare employees who represent the behavioral health system within the region;
 - c. One (1) parent of a child with a serious emotional disturbance;
 - d. One (1) parent of a child with a substance use disorder;
 - e. One (1) law enforcement officer;
 - f. One (1) adult mental health services consumer representative;
 - g. One (1) mental health advocate;
 - h. One (1) substance use disorder advocate;
 - i. One (1) adult substance use disorder services consumer representative;
 - j. One (1) family member of an adult mental health services consumer;
 - k. One (1) family member of an adult substance use disorder services consumer;
 - l. A private provider of mental health services within the region;
 - m. A private provider of substance use disorder services within the region;
 - n. A representative of the elementary or secondary public education system within the region;
 - o. A representative of the juvenile justice system within the region;
 - p. A representative of the adult correction system within the region;
 - q. A representative of the judiciary appointed by the administrative district judge;
 - r. A physician or other licensed health practitioner from within the region;
 - s. A representative of a hospital within the region;

Section 2. In accordance with Idaho Code 39-3134, the appointing authority committee shall meet annually or as needed to fill vacancies on the board. The committee shall request nominations from the board, families, consumers, providers, advocacy groups and public. The list of appointments shall be submitted to the executive committee and/or partnering public entity should one be established. The appointing authority in each region shall be a committee composed of the following:

- a. Chair of the board of county commissioners (or designated county commissioner) of each of the counties within the region,
- b. Current chair of the Regional Behavioral Health Board, and
- c. One representative of the Department of Health and Welfare from the region.

Section 3. The board shall annually elect to a one-year term a chair, vice chair, treasurer, and secretary. Officers may be re-elected to the same office. Annual election of officers shall include one member whom has lived experience of either MH or SUDS and thus represents the voice of the MH or SUDS consumer or advocate. In addition to these officers, a member-at-large shall be elected. Eligibility for election to the member-at-large position shall require lived experience to fulfill the requirements described in Idaho Code 39-3133 for two executive committee consumer/advocate representatives on the executive committee, unless that requirement is met by the elected officers.

Duties of the elected positions are defined in Attachment A: Officers and Duties

ARTICLE IV: TERM -- VACANCIES -- COMPENSATION

Section 1. In accordance with Idaho Code 39-3134, the term of each member of the board shall be for four (4) years and members shall be eligible for reappointment. Current membership and term expiration dates shall be recorded in the minutes of the September meeting each year.

Resignation from the Board must be in writing and received by the chair and secretary.

Termination from the Board may occur if a member has three unexcused absences from regularly scheduled board meetings in a year (July – June). The board executive committee will function as a conduct review committee should the need arise to review a board member's continuation of term for misconduct reasons. The executive committee will review any misconduct referral(s) and provide recommendation(s) to the full board in accordance with the board policy on Board Member Conduct, which includes a Board Member Code of Conduct (policy and code attached to these bylaws). The vote to terminate a board member must receive a two-thirds (2/3's) majority of the Board. The board member who is the subject of the termination vote may not be present at the time of the vote. A letter of termination signed by the board chair will be delivered in writing and received by the secretary.

Section 2. Vacancies shall be filled for the unexpired term in the same manner as outlined in Idaho Code 39-3134.

Section 3. As resources allow, board members shall be reimbursed from board funds at the approved state of Idaho prescribed rate for travel and expense to attend meetings of the Board and

other activities as authorized by DHW policy until such time as the board is partnered with another entity at which time the partner entity's policies are in force.

- Section 4. Board members shall be compensated as provided for in section 59-509(b) Idaho Code and such compensation shall be paid from the operating budget of the regional behavioral health board as resources allow and if approved by the board.

ARTICLE V: MEETINGS

- Section 1. The board generally meets once a month.

- Section 2. All meetings are open to the public and subject to the requirements of Idaho's Open Meeting Law.

- Section 3. A quorum of the board is constituted by 15 members of the board. It is the preference of the board, that in as much as possible, all votes will take place during board meetings. Votes are passed with two-thirds (2/3's) majority for all votes. Voting by proxy will not be allowed. Votes cast over a conference call line or through a video conference connection during the board meeting are considered an in-person vote. Voting via email will be allowed in accordance the board Policy on Email Voting (attached to these bylaws), when circumstances meet the criteria outlined in the policy.

- Section 4. Members unable to attend a meeting shall notify the board secretary, chair, or designee. Three absences in a year (July –June) without good cause may be deemed a reason for termination of board membership; the board will consider and vote on any issues of termination of a member at the next regularly scheduled Board meeting. The board Secretary or designee shall notify any member after two such absences.

- Section 5. Conference call lines and video conference connections will be made available to facilitate participation of members in outlying communities.

ARTICLE VI: POWERS AND DUTIES

- Section 1. In accordance with Idaho Code 39-3135 the Regional Behavioral Health Board:

- (a) Shall advise the state behavioral health authority and the state behavioral health planning council on local behavioral health needs within the region;
- (b) Shall advise the state behavioral health authority and the state behavioral health planning council of the progress, problems and proposed projects of the regional service;
- (e) Shall promote improvements in the delivery of behavioral health services and coordinate and exchange information regarding behavioral health programs in the region;
- (g) Shall identify gaps in available services including but not limited to services listed in section 16-2402 (3) and 39-3131 Idaho Code and recommend service enhancements that address identified needs for consideration to the state behavioral health authority;

- (h) Shall assist the state behavioral health planning council with planning for service system improvement. The state behavioral health planning council shall incorporate the recommendations from the regional behavioral health board into the annual report provided to the Governor by June 30th of each year. This report shall also be provided to the legislature.
- (i) May develop, or obtain proposals for, a petition for regional services for consideration by the state behavioral health authority.
- (j) May accept the responsibility to develop and provide community family support and recovery support services in their region. The board must demonstrate readiness to accept this responsibility and shall not be held liable for services in which there is no funding to provide. The readiness criteria for accepting this responsibility shall be established by the state behavioral health planning council. The state behavioral health planning council shall also determine when a regional behavioral health board has complied with the readiness criteria. Community family support and recovery support services include, but are not limited to:
 - a. Community consultation and education;
 - b. Housing to promote and sustain the ability of individuals with behavioral health disorders to live in the community and avoid institutionalization;
 - c. Employment opportunities to promote and sustain the ability of individuals with behavioral health disorders to live in the community and avoid institutionalization;
 - d. Evidence-based prevention activities that reduce the burden associated with mental illness and substance use disorders; and
 - e. Supportive services to promote and sustain the ability of individuals with behavioral health disorders to live in the community and avoid institutionalization including, but not limited to, peer run drop-in centers, support groups, transportation and family support services.
- (k) Shall annually provide a report to the state behavioral health planning council, the regional behavioral health centers and the state behavioral health authority of its progress toward building comprehensive community family support and recovery support system that shall include performance and outcome data as defined and in a format established by the state behavioral health planning council; and
- (l) The regional board may establish committees and working groups as it determines necessary and shall, at a minimum, establish and maintain a children's mental health committee.
- (m) The executive committee will appoint such committees and working groups as are needed to achieve the objectives of the board.

ARTICLE VII: BASIC POLICIES

- Section 1. This board shall be noncommercial, nonsectarian, and nonpartisan. Members shall abide by the Code of Conduct provided to all board members. All policies of the board shall be approved by board vote and maintained as attachments to the bylaws.
- Section 2. No person shall be excluded from membership on the basis of race, color, creed, national origin, or disability.
- Section 3. Committees or working groups must be officially approved by the board and must not speak for the board or take actions unless prior board approval is given. The purpose of committees or working groups is to carry out the functions of the board and members may

be appointed from outside the board membership. At least one member of the board shall be a member of all committees and working groups. Committees and working groups shall elect their own leadership (chair, secretary) and provide standing reports to the board on at least a quarterly basis or more often, if warranted. Committees and working groups, while not required to follow Idaho Open Meeting Law, are encouraged follow Idaho Open Meeting Law in regards to publicizing location and time of scheduled meetings, agendas, and meeting notes.

ARTICLE VIII: PROCEDURES

- Section 1. PARLIAMENTARY AUTHORITY: *Robert's Rules of Order* (Simplified) shall be the governing authority for the order of business and conduct of all meetings of the board, the executive committee, and other committees of this organization when not in conflict with these Bylaws.
- Section 2. All actions shall be based on a two-thirds (2/3's) majority vote of the board quorum present.
- Section 3. Individual members of the Board shall not speak for the board, except on specific delegation.

ARTICLE IX: AMENDMENTS

The sections of these bylaws not mandated by law may be amended at any meeting of the board by a two-thirds (2/3's) vote, provided the amendment is presented in writing to all members at least 48 hours prior to the business meeting at which they are presented for adoption.

Amendment I:

These bylaws were approved at a regular board meeting on the _____ day of _____, 20__.

Signatures: _____

Chair

Vice Chair

Region IV Behavioral Health Board

DRAFT: Attachment A Officers and Duties

The board shall annually elect to a one-year term a Chair, Vice Chair, Treasurer, and Secretary. Officers may be re-elected to an office previously held. Annual election of officers shall include at a minimum one member whom has lived experience of either MH or SUDS and thus represents the voice of MH or SUDS consumer or advocate. In addition to these officers, a second consumer/advocate representative will be elected to fulfill requirements of the executive committee described in Idaho Code 39-3133.

Duties of Chair: The board chair conducts Behavioral Health Board and Executive Committee meetings, prepares the meeting agenda after receiving agenda suggestions from board and staff members, assists all board committees as needed, identifies and monitors Behavioral Health Board agreed upon goals, and maintains appropriate communication with Region IV Board Members, Staff and other stakeholders.

Duties of Vice Chair: The vice chair shall act as an aid to the chair and shall perform the duties of the chair in the absence or inability of the chair to act.

Duties of Secretary: The board secretary receives notice from board members when they are unable to attend board meetings, keeps track of attendance without cause and notify any member after two such absences. The board secretary records attendance at meetings and verifies a quorum is present. The board secretary coordinates with the board chair to: maintain a list of current board members and their contact information, present the list of board positions to be filled to the Behavioral Health Board Appointing Committee, monitor corrections to the board minutes and maintain a file of the approved documents and maintain official board documents in an electronic and/or hard copy file. The staff will provide administrative assistance to carry out these functions. Minutes are taken at each meeting and shall include all action items and recommendations. Copies of the minutes shall be distributed to board members and approved minutes will be made available to the public in accordance with the open meeting law. The staff will provide administrative assistance during the meeting and will distribute minutes, agenda and other informational material prior to board meetings

Duties of the Treasurer: The treasurer shall monitor the financial account of the board while under the fiscal operations of the Department of Health and Welfare. The treasurer will give a financial report to the board as requested, but at least quarterly. The treasurer shall deliver an annual financial report.

In accordance with Idaho Code 39-3133 this board shall annually elect an executive committee of five (5) members, comprised of the four elected officers of the Behavioral Health Board and an at-large officer. The five member executive committee make up shall include one (1) mental health consumer or advocate and one (1) substance use disorder consumer or advocate. The Executive Committee shall be empowered to make fiscal, legal and business decisions on behalf of the full board. The Regional Behavioral Health Board may join with another governmental entity that can fulfill the same management infrastructure function. The executive committee or partner public entity shall have the power to:

1. Establish a fiscal control policy as required by the state controller;
2. Enter into contracts and grants with other governmental and private agencies;
3. Develop and maintain bylaws as necessary;
4. Employ and fix the compensation, subject to the provisions of chapter 53; title 67, Idaho

Code, of such personnel as may be necessary to carry out the duties of the board.

All meetings of the executive committee shall be held in accordance with the Idaho Open Meeting Law.